

UPDATING ABSENCE DEDUCTIONS

Absence deduction records can be “updated” by opening up the infotype 2001 record in “change” mode and then saving it again. This can be done by a Leave Administrator or HR Administrator. The results are available immediately.


To identify which absences were deducted from a specific quota, use transaction PT50.

- On the Absence quotas tab, click the “Expand” button at the bottom of the screen, and then select the row containing the “Requested” hours for which you want to see the deductions.

Personnel No.
 Name
 Personnel area Transportation Cost Center DOT SUSF
 EE subgroup FT S-FLSAOT Perm WS rule MTWHFSSa

Selection dates Absence quotas Accrual information Attendance quotas

Totals row	AbQuotaTyp	Quota text	Unit	Entitl.	Rem.	Requested	Compens.
				2.03000	112.03000	0.00000	
Σ		20 Overtime Comp Time	Hours	3.00000	68.00000-	71.00000	
				3.00000	68.00000-	71.00000	
Σ		40 Holiday Leave	Hours	72.00000	8.00000	64.00000	

- Click on the “Deduction” button at the bottom of the screen  Deduction . A pop up window will list the 2001 records that have deducted from the quota.

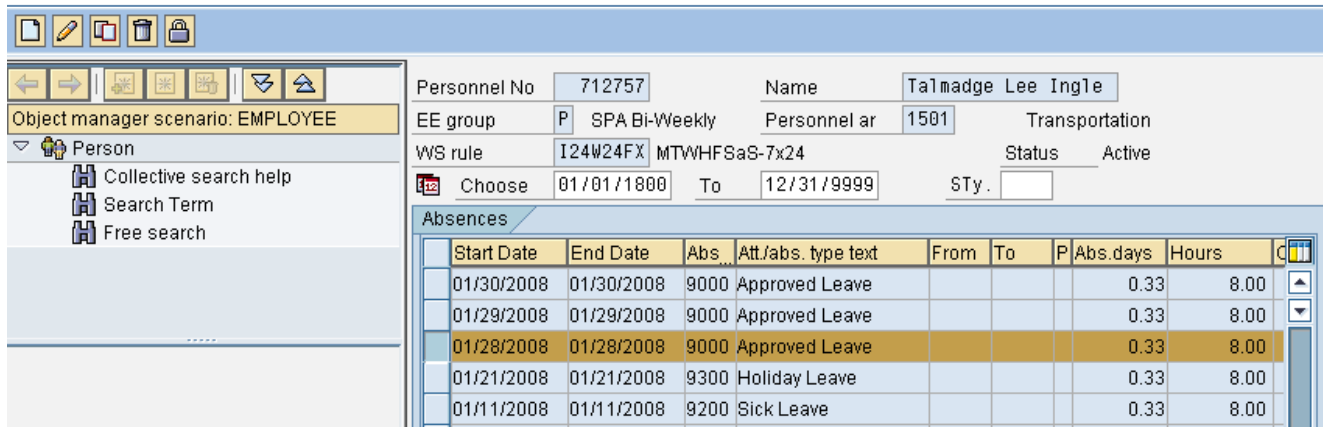
Display Quota Deduction

Date	IT text	A/A type	Deduction	Unit
01/28/2008	Absences	9000	8.00000	Hours
01/29/2008	Absences	9000	8.00000	Hours
01/30/2008	Absences	9000	8.00000	Hours
02/19/2008	Absences	9000	8.00000	Hours
02/20/2008	Absences	9000	8.00000	Hours
02/21/2008	Absences	9000	8.00000	Hours
02/22/2008	Absences	9000	3.00000	Hours
07/21/2008	Absences	9000	10.00000	Hours
07/22/2008	Absences	9000	10.00000	Hours

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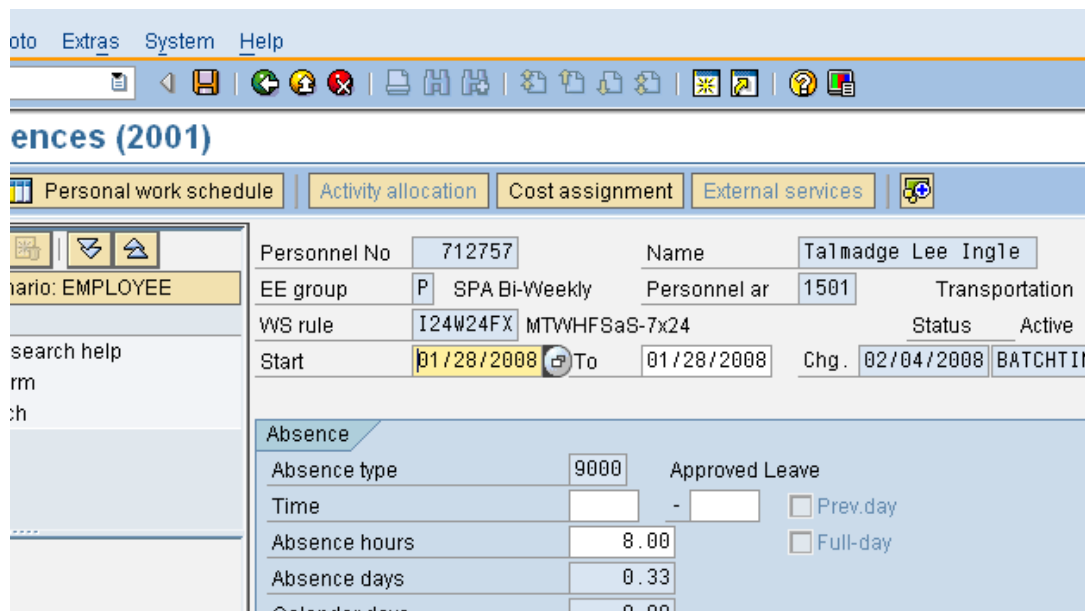
- To update an absence using the PA30 transaction, display the overview of the 2001 infotype records. (Since Leave Administrators do not have access to PA30, you will need to use the PA61 transaction.) Look for the 2001 record that matches the “Date” the number of hours may not match if multiple quotas were hit.
- Open this record by selecting the row and then clicking on the pencil button.

List Absences (2001)



Start Date	End Date	Abs.	Att./abs. type text	From	To	P	Abs. days	Hours
01/30/2008	01/30/2008	9000	Approved Leave				0.33	8.00
01/29/2008	01/29/2008	9000	Approved Leave				0.33	8.00
01/28/2008	01/28/2008	9000	Approved Leave				0.33	8.00
01/21/2008	01/21/2008	9300	Holiday Leave				0.33	8.00
01/11/2008	01/11/2008	9200	Sick Leave				0.33	8.00

- View the absence record.



Start Date	End Date	Abs.	Att./abs. type text	From	To	P	Abs. days	Hours
01/28/2008	01/28/2008	9000	Approved Leave				0.33	8.00

Absence type	9000	Approved Leave
Time	-	<input type="checkbox"/> Prev. day
Absence hours	8.00	<input type="checkbox"/> Full-day
Absence days	0.33	
Calendar days	0.33	

- Click “Save” and the deduction will be taken from the first quota(s) in the hierarchy that has a positive balance.